Centrepay is a free direct bill paying service available to customers who receive a Centrelink payment.
To arrange your deduction, choose one of the following options:
- go online humanservices.gov.au/centrepay to register and to find out more information.
- fax the completed form to 1300 766 412.
- complete this form and return it to us in the reply paid envelope provided or post to:
  Centrepay Services
  Reply Paid 7813
  CANBERRA BC ACT 2610
- call us on your usual payment number:
  ABSTUDY 1800 132 317
  Disability and Carers 132 717
  Employment Services 132 850
  Families 136 150
  Seniors 132 300
  Youth and Students 132 490
Note: Call charges apply – calls from mobile phones may be charged at a higher rate.
To speak to us in languages other than English, call 131 202.
This form cannot be used for:
- government housing authority deductions. Contact your local housing authority to start deductions, and
- court fine deductions (except Tasmania). Contact the relevant Court Administration Office to start a new deduction.
Please use black or blue pen.
Note: Do not attach any bills to this Centrepay form.

PART A — Your details
Family name

Given name(s)

Your date of birth Phone number

Your Centrelink Reference Number

PART B — Type of request
(For more than one deduction a separate form needs to be completed)

Do you want to:
1. START a new deduction ☐ You must complete PARTs C, D and G
2. CHANGE a current deduction ☐ You must complete PARTs C, E and G
3. CANCEL a current deduction ☐ You must complete PARTs C, F and G

PART C — Service provider’s details
(MUST be completed to start, change or cancel a deduction)

Service provider’s name
Dakabin State High School

Service provider’s address
Marsden Road
Dakabin QLD Postcode 4503

Service provider’s phone number
(07) 3491 5444

Service provider’s Centrepay Reference Number
5 5 5 - 0 8 3 - 0 3 7 - S

Your account number with the service provider

Reason for payment (e.g. gas, electricity, water, private rent)
School Fees

PART D — to START a new deduction
From which payment do you want the deduction to be taken (e.g. Pension, Newstart Allowance)?

Indicate how often this deduction will be made:
Tick ONE only
One off payment ☐ For a target amount ☐ Fortnightly ☐

What amount do you want deducted?
The minimum amount for most deductions is $10 per fortnight.
You should check with your service provider to find out what amount you should be paying.

$ One off payment ☐ Fortnightly ☐

Which payment date do you want the deductions to start from?
Your next available payment date ☐ OR A future payment date / /

Do you want to specify a target amount?
Regular deductions will be made until the total (target) amount is reached or this deduction is cancelled.

No ☐ Yes ☐ Target amount $ Go to PART G

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1 of 2
PART E — to CHANGE your current deduction

CHANGE your current deduction permanently by providing a start payment date, the amount and the Centrelink payment type.

Start payment date ➞ New deduction amount

/ / ➞ $

Payment type

Change your current deduction temporarily by also providing an end payment date. Your deduction will revert back to your regular amount after the end payment date nominated has been reached.

Note: The temporary period you specify can only be for a maximum of 13 weeks.

End payment date

/ /  

SUSPEND your current deduction temporarily
You have the option to suspend your regular deduction for a temporary period. Your deduction will restart after the end payment date nominated has been reached.

Note: The period you specify can only be for a maximum of 13 weeks.

Start payment date ➞ End payment date

/ / ➞  

CHANGE your current TARGET AMOUNT for deductions
We will send you a letter to let you know your target amount has been reached or less than $2 remains and your deductions will stop.

New target amount

$  

Do you want to change your deduction amount?

No [ ] Yes [ ] ➞ New deduction amount

$  

Go to PART G

PART G — Authorisation — read, sign and date the statement (MUST be completed)

I authorise the Australian Government Department of Human Services to make the nominated deduction and pay the amount to the service provider (or as they direct).

I give permission for:
• the information provided on this form to be given by Human Services to the service provider (or their agent).
• the service provider I have nominated on this form to provide my correct account or billing number to Human Services if required.

I understand that:
• if I have a current Centrepay deduction and I lodge a new claim, that the existing deduction(s) will not be carried over to the new payment.
• if I have a current Centrepay deduction and I transfer to another eligible Centrelink payment in the future that my deductions will continue.
• it is my choice to have this amount deducted from my Centrelink payments, and I can change my Centrepay deduction at any time.
• if I stop using the service provider but do not stop my Centrepay deduction, the service provider may instruct Human Services to stop the deduction.
• if I change service providers, I may also need to advise Human Services to stop my previous deduction.
• when a payment has been made to a service provider after my deduction Authority has been cancelled or suspended, Human Services may be able to assist me to recover the Centrepay deduction.
• Human Services may be able to assist me in recovering unauthorised Centrepay deductions that have been paid to a service provider.

Your signature

[ ] [ ] Date

[ ] [ ]  

PART F — to CANCEL your current deduction

Note: Before cancelling your deduction, check the outstanding balance with the service provider.

From which payment date do you want the cancellation to take effect?

Your next available payment date [ ] OR A future payment date

/ /  

IMPORTANT INFORMATION

Privacy and your personal information
Your personal information is protected by law, including the Privacy Act 1988, and is collected for a Social Security, Family Assistance, Medicare, Child Support and CRSC purpose, depending on the service or payment concerned. This information may be required by law or collected voluntarily when you apply for services or payments.

Your information is used for the assessment and administration of payments and services and may also be used within Human Services, or disclosed to other parties or agencies, where you have provided consent or it is required or authorised by law.

Human Services may give your information to the service provider you have nominated for the purpose of:
• checking your account number and amount you want to pay
• reconciling your payment deduction amounts.

You can get more information about privacy by going to our website humanservices.gov.au/privacy or requesting a copy of the full privacy policy at one of our Service Centres.